

Cambridge eExchange

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Hello Employees!

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Don't forget: The IRS tax filing deadline has been extended until May 17th, 2021!

Preparing Your Playground

As children begin to spend more time outdoors this is an opportune time to clean play equipment and conduct a thorough safety check. Look for loose screws and bolts, and make sure any wood is in solid condition, with no cracking or rough edges that can cause splinters. Touch up any paint if necessary, and check that swings are secure. Take some time to rake shavings back where low points have developed. If you feel your play areas do not have enough shavings and you need to purchase more, please contact your property supervisor.

- S Hooks Should Be Closed
- Free of Standing Water or Debris
- No Ropes / No Sharp Objects
- Wood Chips
- Only Properly Purchased Equipment is Used
- Approved Playground Paint
- Area is Pest Free
- Rubber/Canvas on Swing Sets
- Footholds Firmly in Place
- Handrails are Sturdy

Maintenance Reminder: Can I Wear Shorts on the Job?

With the arrival of spring uniforms and warmer weather, oftentimes maintenance workers ask about the ability to “dress down” in short pants during particularly hot days. Cambridge is supportive of a comfortable work environment. The realities of maintenance jobs are such that short pants often “expose” our employees to other hazards which are minimized by the protection offered by work jeans or other pre-approved attire. Specifically:

- Exposure to chemicals or solvents used in maintenance activities is heightened when wearing shorts
- Protections afforded by pants when working around building insulation, in crawl spaces or attics are often critical to a safe work environment.
- Practical considerations about working in relatively unsanitary conditions such as challenging vacancies or “not-so-pretty” occupied units.
- If your staff feels that they need to adapt “warm weather attire”, please note that such programs should be discussed with your regional manager prior to implementation.
- Please see the attached flyer with more information regarding maintenance uniforms and the Cambridge Dress Policy.

Personal Cell Phone Reimbursement

In most cases, employees can complete their assigned duties without the use of personal cell phones, however, if you believe that your job responsibilities are such that it is necessary to use your personal cell phone at your own choice, Cambridge will review your request and provide you with a reasonable reimbursement for business-related use. The reimbursement will be based on your monthly charge, excluding extra charges for equipment, data, secondary phones, etc. If you wish to submit a reimbursement, complete the attached **Cell Phone Reimbursement Request Form** in its entirety and submit to your Portfolio Manager for approval. Requests can be approved for a period up to 6 months based on your submission date (January - June or July to December). Do not submit a form prior to 30 days of employment.

Careers with Cambridge

To request an Application for Employment or for more career information, please contact Human Resources at hr@cambridgeres.com or 503.450.0237

Keyholder – Maintains common areas in a clean, orderly and safe condition. Assists Property Manager in unlocking commons area doors as needed. ***Must live onsite***
Location: Oregon - Countrywood Manor

Leasing Agent – Under the direction of the Property Manager, the Leasing Agent is responsible for leasing, marketing and maintaining positive resident relations within the community. **N/A**

Maintenance Technician – Performs moderate to difficult repairs and preventative maintenance to maintain the condition and appearance of the property.
Locations: California - Marsh Creek; Oregon – Sunrise Park/Firwood, West Hills Terrace, 2400 Brookwood/Crescent Ridge, Historic NW/Glisan/Kearney, Gladstone Forest, Menlo Manor/French Villa

Assistant Maintenance Technician (Part Time) – Provides less complicated repairs and preventative maintenance at the direction of a senior Maintenance Technician. **N/A**

Property Manager - Oversees daily activities such as leasing, collections, resident relations, maintenance, general administration, and policy & procedure compliance. **N/A**

Assistant Property Manager - Works in conjunction with property manager to oversee daily activities of the community including leasing, collections, resident relations, maintenance, general office administration and policy and procedure compliance. **Location: California - Willow View**

Property Accountant, Senior - Responsible for a portfolio of properties and audit responsibilities for peer portfolios. **Location: Oregon (SERC) Corporate Office**

Dress policy: Making an appearance



Cambridge Real Estate Services is committed to conducting our business activities in a professional work environment. Your appearance is a reflection of you and of Cambridge and is collectively important to our residents, clients, visitors and co-workers. Employees are expected to present a clean and neat appearance and dress according to the requirements of their position. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. While at work, you are required to wear clean, appropriate clothing and shoes. The company publishes the following guidelines, consult your supervisor or Human Resources if you have questions.

piercings:



Earrings should be small or moderate sized and no more than 3 piercings per ear. Ear gauges should be smaller than 10mm. One small nose stud is allowed; no rings or septum piercings are permitted. No other visible pierced jewelry or body adornments are allowed without prior approval by management.

tattoos:

We want your professional interactions to be free from distraction. Tattoos are allowed, but not on your face or visible portions of your neck. If a neck tattoo can be concealed from public view through otherwise appropriate wardrobe choices, please bring this to the attention of the Human Resource Department for consideration. Treat tattoos as you would speech: you are not allowed to swear, make hateful or sexual comments, or lewd jokes in the workplace and neither should your tattoos.



uniforms:

As a matter of company policy, all maintenance staff are required to wear company issued uniforms while on duty. This policy reflects workplace circumstances which require that maintenance workers be present in the homes of residents on a regular and recurring basis. A readily visible uniform identifies you as an employee and professionally communicates your status as a representative of Cambridge while working inside or around the home of our residents.



hair:



Bright or unnatural hair colors are not permitted in the workplace. If an employee chooses hair color that is not permitted it should be concealed so that it does not create a workplace distraction.

Our clients' and residents' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct owner and resident contact, you represent the company with your appearance as well as your actions.

Human Resources Department • acooper@cambridgeres.com • 503-445-2793

CAMBRIDGE
real estate services

Cambridge Real Estate Services is committed to promoting and supporting a diverse workplace. We are proud to be an Equal Opportunity Employer.

cresapts.com

Cell Phone Reimbursement Request

Cambridge does not require employees to use their personal cell phones for business-related purposes. Instead, Cambridge believes in most cases, employees can complete their assigned duties without the use of personal cell phones. However, if you believe that your job responsibilities are such that you intend to use your personal cell phone at your own choice, Cambridge will review your request and provide you with a reasonable reimbursement for the business-related use of your personal cell phone.

Reimbursements will be based on your basic monthly charge, excluding charges for equipment, extra data, secondary cell phones, etc. **Please complete the information below and submit to your Portfolio Supervisor for approval.**

		Period of <input type="checkbox"/> Jan – Jun or <input type="checkbox"/> Jul - Dec	
Employee Name		Property	
		Today's Date	
Reason for Recurring Need to Use Your Personal Cell Phone for Business Purposes (Be Specific)			
Reason Company Provided Landline or 2-Way Radio is Not Sufficient (Be Specific)			
A. Total Monthly Cell Phone Bill	B. Total Monthly Personal Cell Phone Expenses	C. Requested Amount Per Month Total Business Cell Phone Expenses (A-B)	
\$	\$	\$	
Employee Notes			

- **Approved requests will extend for a period of up to 6 months (Jan - Jun or Jul - Dec) – based on the submission date**
- It is your responsibility to submit subsequent Cell Phone Reimbursement Request forms
- Reimbursements **cannot** be made retroactively
- So, you have a good understanding of your needs, **do not submit this form prior to 30 days of employment**

EMPLOYEE

I understand that checking this box and typing my name below is the legally binding equivalent to my handwritten signature.

Employee Signature	Date
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Submit to Portfolio Supervisor for Approval

PORTFOLIO SUPERVISOR

<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved. Enter Reason:

I understand that checking this box and typing my name below is the legally binding equivalent to my handwritten signature.

Portfolio Supervisor Name	Signature	Monthly Amt Approved \$	Date Approved
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Submit to HR

ACCOUNTING INSTRUCTIONS

Total Payment Payable	Period Of	Director of HR Name for Approval	Date Approved
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